

APPROVED OCTOBER 21, 2009

At 7:10 PM Chairman Charles Kimball called the meeting to order. Budget Committee members present were Charles Kimball, Andy Kohlhofer, Michael Nygren, Pat Martel, Sue D'Eon, Laurie Allore, Selectman Greta St. Germain, School Board member Peg Pinkham, Town Administrator Heidi Carlson, and Recording Secretary Jeanne Nygren. Members of the public present were Kathy Arsenault.

A motion to approve the minutes of the October 7, 2009 meeting was made by Kohlhofer. This was seconded by Nygren. The vote was 7-0 in favor. Martel abstained as she wasn't present at the meeting.

Pinkham brought in an article on tax cap budgetary cuts passing onto health care for the Budget Committee that Kimball didn't think was appropriate for this forum tonight and is available after the meeting. As tonight's meeting was being televised, Pinkham introduced to the camera, that tonight the Budget Committee is reviewing the 4150 Town Clerk portion of the Executive Budget.

4150 EXECUTIVE – TOWN CLERK PORTION**045 Town Clerk Salary \$ 29,491**

Based on a 34-hour workweek (1768 hours). Open office hours of 32 hours. Decrease in work hours from 40 to 34 hours, decrease in salary.

046 Deputy Town Clerk \$ 20,560

Based on a 30-hour workweek (1560 hours) this includes additional time for 3 elections, coverage of sick days for the Town Clerk and also for training and certification classes required by the various State Agencies. Includes a wage increase, (has been the same wage for 2 years - \$12.73 an hour). Increase to \$13.18 an hour (it is the mid-point on the 2007 Wage, Salary & Benefits Survey Report).

050 Clerk Records Restoration \$ 750

Restoration, preservation and binding of Town Records. Also includes microfilming of these records.

051 Clerk Office Equipment \$ 750

New copier / printer. Current one is almost 6 years old.
New storage unit for office.

052 Clerk Office & Computer Supplies \$ 1,200

Dog tags, general office supplies, ink ribbons for 4 state validators, toner & drum for copy machine,

053 Clerk Postage & Envelopes \$ 2,800

Pre-stamped envelopes, postage for required daily mailings to NH-DMV. Mailing of dog licenses, vehicle registrations and vital records processed by mail. (A \$1.00 mail-in / convenience fee is charged for *each* dog license, *each* vehicle registration and *each* vital record processed by mail).

055 Clerk Dues & Conferences \$ 650

NHCTCA annual dues, NECTA annual dues, annual NHCTCA regional meeting, NHCTCA annual Conference.

056 Clerk Computer Programs/ Maintenance \$ 1,700

Avitar - Town Clerk Motor Vehicle / Dog Licensing software program & tech support, Interware Development Co for E-reg software program & tech support, tech support for Clerk's Office computer.

060 Clerk Reference & Law Books \$ 250

Reference books providing quarterly updates for vehicle registrations and state statutes for autos, trucks, motorcycles, equipment and recreational vehicles.

Trips to bank – minimal of 3x a week – as required by State per Municipal Agent contract. Workshops, training and conferences.

TOTAL REQUEST TOWN CLERK

\$ 58,901

(decrease of \$2,835 from 2009 budget)

At 7:20 PM Town Clerk Lori Holmes came into the meeting to present her budget to the Committee. Holmes was then invited to the table. Martel asked the difference in Oct 7 and Oct 14th Selectmen's requests. Holmes hasn't seen the approved meeting minutes. St. Germain explained that the Selectmen voted to keep Deputy hours at 26 hours a week as they felt there was not enough business for 30 hours. Kohlhofer said there has been a reduction in the Clerk's work hours and asked what happens if it is a default budget will she work more hours. Holmes said she will go before the Selectmen again and adjust her hours as she did last year. D'Eon asked if her salary also includes all the Town's elections and the long hours. Holmes answered yes.

Kohlhofer asked on the record restoration if this is a grant. Holmes said this was a one time \$10,000 grant from the State, but our records restoration has been ongoing since 1999 in being preserved and the money has been appropriated by the Town for this purpose. Fremont was one of the Towns that had the best record restoration. Holmes said State law says you have to retain and maintain the records in their natural form and also microfiche due to the type to be able to read at a later date being better than disc format. Pinkham asked about the wage decrease due to office hours, and she asked why there is a decrease? Holmes stated to balance out and give a few more hours to the Deputy Clerk. With the software being more improved in record keeping and economically she feels their needs to be a decrease, and she would prefer to increase the Deputy's salary. Holmes feels after 11 years of servicing people and (the Deputy wasn't in the open at the counter), she finds that time is money and by having two people available to accommodate the public it is beneficial for Town in services so people don't have to wait in line. St. Germain asked if she was going to work less than 34. Holmes said no she decreased her hours by 6 hours and there is still a savings to the Town. Kimball said her salary gets voted on as a Warrant Article and how is the decrease going to be done now. Kohlhofer said there would be a Warrant Article if it is an increase. Carlson said they weren't planning to do a Warrant Article for a decrease, and they will have to get clarification by DRA. Holmes said if this is required to go on the ballot and isn't voted for the decrease then she will go to the Selectmen. Each year Holmes starts at zero dollars, looks at her budget and what the needs of the office are for the year for her proposed budget. Holmes said her revenues are down as they lost one large company (Provider Bus Company). Nygren asked what dollar amount that her budget is down and he asked what were Provider's normal registration fees are per year. Holmes said depending upon whether it is a brand new or old registration it could run about \$35,000. Holmes said she is down about \$50,000. in revenue to date. Residents are not purchasing new vehicles and she feels her transactions are about the same as last year. Pinkham asked if the clerk workload is the same.

Nygren asked Holmes about E-Reg (the new program this year) and how it was going. Holmes said after three months the average is 24 registrations per month. Nygren asked that as this progresses and word gets out that this is available shouldn't the work load be reduced more so and there is more fees per office hours. Holmes said this doesn't necessarily reduce the workload and she hopes this will happen and without ever doing this program she needs a year to gauge to see the full understanding of this program. After she logs in and prints out the data, to get a report they then process at State computers the registrations, they have to print out checks to Town and State and mail out the registrations. Nygren asked if E-reg is mandatory. Holmes said it wasn't. Nygren asked the cost to the Town. Holmes said the software fee and maintenance is \$25.00 a month to the Town, \$300 a year for the contract, laser printer (also used in the office) purchased at \$80.00, plus one ink cartridge for about 2500-3000 checks at \$70.00, a box of checks \$45.00 for 500 pages with two on a page, one check is for the State and one is for

the Town. Nygren asked if in a year's time from now if this is only generating \$24.00 per month on this system is it worth keeping? Holmes said at that point she would put a survey in the newsletter for resident's comments. The feedback so far is those that have used this system under the comment section; the residents were pleased with the service. Nygren said he looks at things long term, where transactions haven't changed in 6 years, we are doing the same business and this year revenue is down. The transactions have been the same since the Deputy Clerk was hired yet we increase the workload approximately 25 to 30 hours a week and he understands this is a service type business but he has reservations that we need this many hours for the position. If he were running a business he would try to be sure that there would show some significant changes to the Town. He understands (E-Reg) it is great for the 4 or 5 people that use it and don't have to leave their house but there are 1500 houses in Town. When you institute a program whether it is a grant program you think it may go and it doesn't are you willing to discard it? In other words if you get a grant program for a fireman for 3 years and in 3 years time you don't incorporate that fireman and as a good business person instead of raising someone's taxes you are going to have to say no you don't need this fireman anymore because I can't afford this position because it is no longer free money. Holmes understands this. Nygren appreciates the fact that she is cutting her hours but he thinks that adding 30 to the other, that you are still keeping the office at 64 hours a week which he thinks is 15 to 20 more than they need but that is not up to him to decide, it is up to the Selectmen. Holmes asked Nygren to expand on this as everyone sits outside and thinks and it would be nice if someone sat outside for a day to understand, obviously she cannot allow people into the office due to privacy laws and what have you, but to take the time and come so she can show what she does. Nygren said he would explain his rationale. He said when you do a budget you have to do some history on how a budget conceived and how it became and how it evolved. You can't just go back a year. In his naivety when he got hired he looked at the initial paperwork and thought you could do this and do that. He didn't take the time and go back to look at the Town records and Town books and everything like that. Well the last few years each year he goes back and looks a little bit more and 5 or 6 years ago this is what we were spending on this department, this is what we had and this is the amount of business we were doing and the number of transactions we have done. Since that time we have added a full time position but we haven't increased our work load. We have given positions out there, whether they are justified or not, whether they are a family friend or was just something you decided you wanted to do because revenue was coming into Town because we were building houses that is one aspect. But when he looks at a budget, not picking on her department he can look at every other one in the office here and show you that 5 or 6 years ago you were doing very well with this number of hours, with this number of people, and this is the way you accomplished it. It is very easy to give help and hours to a department when it is asked for. He is not criticizing her, this is just his feeling. So he goes back and looks at this, he doesn't just say I am going to stand here and look at your jobs and I don't think you are busy. He knows there are times when he is not around when there may be 6 or 7 people in line, but that is the nature of the business. This is the service business. Five or six years ago you were doing with 30 somewhat hours the same thing you are doing with 60 something now. This is his rationale.

Holmes said since 1999 she has all the revenue records when she started years ago Nygren was not talking about revenue as revenue goes up with fees, he looks at the number of transactions, the number of people that each department handles, and that shows how busy they are.

Holmes said also in order to provide for the fees to be had that Town Clerk does not have to, the only thing a Town Clerk is responsible for within her office, is to register cars, license dogs and vital records. Anything over and beyond that (Holmes didn't finish her statement.) Nygren isn't saying she has to justify her services.

Holmes stated herself and her Deputy are committed to the community and the people that come into the office and she tries to make it a one stop shop by providing services to each person in the community whichever way they can, and by adding to and providing what they can, it then generates revenue for this office. In 1999 decals were not even issued when she first started. First thing she did, there was training that had to be done and documentation of records, your evaluation, auditor records as this is a great

service to the community to save them from going to Epping. A few years later plates were then added which added revenue. Nygren said no one is questioning her dedication to her job.

Pinkham asked for clarification by the Secretary of a statement that was said 4 or 5 minutes ago that disturbs her and something she wanted to call Nygren on, and if she doesn't ask for documentation she is not doing her job. She asked if he said what are these hours being created and are they being given to a family friend. Pinkham wanted to hear how the minutes are being recorded. Jeanne Nygren (secretary) said she would have to rewind the tape to find the spot to play back for the Committee. Pinkham said we as a Committee have to watch statements so as not to be held liable. She also commented that the Secretary should not be able to speak at the meetings and remarked on how the minutes are done.

St. Germain said she felt that Nygren was giving his opinion. The tape was rewound and played for the Committee. These minutes are written above verbatim. The meeting was also being recorded via camcorder. Kohlhofer made a statement he feels that Pinkham needs to watch her liable statement in her comments.

Ida Keane came into the meeting at 7:45 PM.

Allore said she has a lot of concerns and that is why she decided to run for the Budget Committee because of her concerns and she is taking a look at this and there is a lot to understand. She thinks the Town needs to grow but economically we are in a downfall and if we keep decreasing and that she is really concerned about this.

Kohlhofer said revenues are not increasing by the 4 to 5% we need in the Town as well as the revenue share from the State. The revenues are not keeping up with the needs of the Town. These are Kohlhofer's concerns and he would like to see a way out of it.

Allore asked if anyone has tried to bring forward more business to come into the Town. Kimball said years ago they tried, but the Town's people didn't want this. Nygren said that only a mom and pop type small business has come into the Town. Carlson said in 2007 zoning was passed for more potential for industry but economy wise it was too late. Allore said that the Town, having a lot of main roads, makes it easily assessable for business.

Kohlhofer said some of the things we don't have a lot of control over keep increasing. A certain percent of the requirements in the work force housing project and this deprives us of an opportunity to help our revenue base. The requirement the State has put on Towns over the last 15 years has posed a lot of increased expenses and it is difficult to keep up.

Martel asked where the State increased the fees if Holmes (Town Clerk's office) takes some of this revenue. Holmes said this surcharge is for the State only. Martel asked if anything in Town is going to be increased.

Nygren asked about how the fees are set. Holmes said this is a State formula that is set by the State. Nygren asked if she sets any of her own fees. Holmes said the RSA for decals was written to give the Town the option to go to \$3.00 per decal.

Carlson said there is a Public Hearing coming up for increasing fees. Martel asked does she think she will make her about the \$650,000 revenue. Holmes said transactions are coming in and she really didn't know this figure. Holmes feels her office doesn't cost the Town anything when she brings in the revenue. St. Germain asked \$650,000 and what is the projected amount is this year so far. Carlson said \$432,629 is the figure so far. (through August).

Kohlhofer asked is she buying this printer/copier or renting. Holmes said she is buying it and the computer program maintenance \$1700. Kohlhofer asked is this for the software. Holmes said this is for dog and motor vehicle software, tech support and entering all data on registrations.

Kohlhofer didn't have any more questions. St. Germain asked about the mileage in 08 was \$400, last year it was \$600 and now it is \$750.00. Holmes said every year she hasn't budgeted correctly and this is most of her trips to the bank. She said they are required 3 times a week through the State, they have to deposit into their account 3 times a week. She hopes once E-reg takes off the State will allow for charge card payment, ACH is a one check program and she hopes this will come into play and this will then require a daily deposit. St. Germain said she thought the deposit amount was \$1500.00 according to RSA.

Holmes said you used to have to deposit \$500.00 and this has been increased to \$1500.00. Holmes said only those who are bonded can take the State deposit. Nygren asked about the Clerk dues and conferences? Holmes said this is NH Town Clerk's Association. Nygren asked if this is a union. Holmes said this is an association. Nygren didn't think the Town has to pay for the conferences. They can pay for the dues but not the conferences. Holmes said at their last conference some clerks weren't at the meeting due to their Town's not budgeting the money for it. There is an RSA that the Town is required that makes this mandatory. Pinkham asked if unions fall under different guidelines as the State RSA for municipalities. Holmes will have this RSA available for the Committee.

Holmes also stated in respect to hours and looking at the data, 74 towns that have a population over 5000 and 27 Towns with a population between 4000-4999 and this is where Fremont falls into. She got a reply from 17 out of these 27 Towns, and the average office open hours are 33 hours. The average Town Clerk works 36 hour average, and Deputy works 28 hours putting, Fremont right in line with the Towns she polled.

St. Germain asked Arsenault in regards to password protection and why Holmes can't log into the other system as a supervisor. Holmes said she has to log out and Holmes has to log on under her own password. St. Germain asked if the Deputy can log into Holmes' computer. Holmes said no as she is the supervisor. Arsenault said each one has a user number for each transaction which appears on each registration and each check printed.

Martel asked if she is putting the increase in pay in a Warrant Article for the Deputy. Holmes said she would not because no decision has been made by the Selectmen's office on COLA or raises.

Holmes was thanked by the Committee for coming in tonight and left the meeting at 8:45 PM.

Kohlhofer motioned for a 5 minute recess this was seconded by Kimball at 8:45 PM. At 8:50 PM the meeting was called back into order by Kimball. Pinkham left the meeting at 8:50 PM.

Carlson handed several other budgets for tonight's review by the Budget Committee. The next budget for review is the Selectmen's Office portion of the executive budget.

4130 EXECUTIVE – SELECTMEN'S OFFICE PORTION

005 Selectmen Salary

\$ 9,500

Chair \$3,500; 2 Members at \$3,000 each.

008 Welfare Director

\$ 2,000

Welfare Director or intake worker is paid on an hourly basis for administration and intake time. Budgeted based on an average of 2-4 hours per week, consistent with current caseload. Decreased overall request

based on budget constraints. Welfare Director is the Town Administrator and many hours are also done as part of annual salary of that position (beyond normal 40).

009 Service Agreements**\$1,925**

NEMRC accounting support \$1,050; Copy Machine \$875 – estimate from Copy Connection based on annual usage of 70,000 copies.

010 Mileage**\$225**

Conferences, Town business, budgeted rate \$0.44/mile (no increase in rate for past 3-4 years). Covers mileage for Selectmen and Selectmen's Office staff as needed.

015 Town Administrator**\$55,360**

Town Administrator annual salary \$55,359/annual, no increase from 2008. Separated out from clerical support staff for 2010.

016 Selectmen's Clerk**\$18,640**

Clerical assistance to cover 26 hours per week plus approximately 60 hours to cover TA vacation time, including 3-4 Selectmen's meetings annually.

023 Postage & Envelopes**\$1,500**

Annual bulk mail permits \$250; stamps for envelopes, bills & all correspondence of Selectmen's Office; PO Box rent \$50/annual.

025 Office Supplies**\$1,500**

Copy paper; copier toner; pens, legal pads, etc; name plates; stationary; business cards; general office supplies.

026 Computer Supplies**\$1,100**

PR and AP checks \$350; W-2 and 1099 forms \$50; disks, paper, printer ribbons and cartridges \$500.

027 Office Equipment**\$200**

Allowance for repair/replacement as needed.

030 Reference and Law Books**\$300**

Annual RSA book updates.

035 Dues / Conferences / Training**\$500**

NHMA conference \$30; NHGFOA budget workshop \$25; NHMA law lectures \$20/ea; DRA workshops, BMSI and NEMRC computer trainings; other trainings that become available during the year; would like to be able to send office staff to additional training.

036 Safety Committee / Supplies**\$200**

An active Safety Committee is a NH DOL requirement. With additional WC claims, this Committee needs to be even more active. This is to fund supplies needed in safety reviews, etc.

037 Advertising**\$300**

General advertising (sale by sealed bids, public hearings, employment etc) which occurs during the year. Reduced based on using the Town's website for as much as possible.

038 Energy Commission**\$300**

The Town has had an Energy Committee since 2007, and 2009 legislation provided them with updated responsibilities and stature. This line item is to provide for training and supplies necessary in funding

energy audits, funding small co-payments of grants. An Energy Fund is now allowed which will house grant money in savings until projects can be completed. This is a new line item as the Committee has become more active.

700 Community Newsletter**\$6,640**

Includes 1615 issues printed and mailed twelve times per year; Postage \$260 per issue (\$3,120); printing \$230 for single issues (8 annually) \$1,840 and \$420 for double issues (4 annually) \$1,680. This includes a double issue in January (Deliberative Session warrant information) and three others throughout the year.

TOTAL SELECTMEN'S REQUEST / RECOMMENDATION \$100,190

Carlson explained some of the Selectmen's office budget. The service agreement is for the copy machine that the building uses. NEMRC is the accounting system and the office has just updated, staff has been trained on the new system.

The two salary lines were split this year at the Selectmen's request. The postage and envelopes line stayed the same as well as office supplies and computer supplies. The reference and law book line was lowered a little bit. This is for the updates to statutes that are mailed and are not replaced as often as it used to be. The dues and conference line also stayed the same as other years.

Safety Committee supplies line is a new line this year. It is required that we have a Safety Committee, and this Committee reviews all Worker's Compensation claims that is allowed under HIPPA laws. They do a walk around of Town buildings for any safety violations. Allore asked if someone got hurt and is the Town liable for anything because there haven't been meetings recently.

Kohlhofer asked if the Energy Commission is mandated by the State. Carlson put this in because there was some grant application money available. There will be handouts provided by the Energy Commission on Bulky Day. They have applied for grants for re-insulation and installation of solar panels at the Safety Complex. Carlson said the State of New Hampshire passed legislation to make the Energy Commissions that come under the Selectmen and allows set up for a separate fund strictly for this purpose. The \$1000.00 grant money went into this special account to be used for projects under the Energy Commission, so it doesn't go back into the General Fund. This is set up to be proactive to the Energy Commission.

Kohlhofer asked if there was money spent in advertising. Carlson said nothing has been spent. If any bid specs and public hearings need to be posted, that she has been doing through the newsletter that is published monthly. Carlson said the total of this budget is down from last year.

Kohlhofer said he noticed that the Welfare Director line was reduced by \$500.00. Carlson said she is doing this position as part of her job as Administrator for now as she went to Selectmen and they wanted Carlson to start to train someone. St. Germain said it has to be an appointment and this position falls under the Selectmen. When the last director left Carlson got this position by default. She finds this challenging and St. Germain thought by getting an assistant might take the burden off of Carlson. Carlson is doing it this way to save the Town this \$500.00. Carlson said there is \$1300 spent to date in this line with 9 1/2 months already through the year. Allore asked what the Welfare Director does. Carlson said that there is a 6 page form that has to be completed by the applicant for review. Other additional assistance such as fuel assistance, electric assistance and food stamps has to be done at Portsmouth and if they can't meet the immediate needs after using their services, they then come to the Town for local assistance. This application itself has another set of guidelines for approval before the Town comes into any financial obligation. There are a lot of resources that help Carlson to assist the people that come in for assistance.

The next two budgets Carlson can take any questions that the Committee might have as the Tax Collector is out with an illness and not available at this time.

4150 FINANCIAL ADMINISTRATION – TAX COLLECTOR PORTION

Based on Annual Tax Billing

002 TX Identifying Mortgagees

\$ 1,450

Cost of title search depends on the number of properties that are processed for tax liens. We have seen this number increase slightly due likely to the economy. Many taxpayers continue to escrow their taxes. Costs are reimbursed to the Town when the back taxes are paid.

003 TX Postage & Envelopes

\$ 2,500

Certified mail for delinquent notices to taxpayer and mortgagee; mailing to Registry and miscellaneous stamps. Includes increase in liens and cost of postage from 2009.

005 TX Tax Collector Office & Computer Supplies

\$ 750

Toner cartridges, paper, forms, tax bill notices, legal pads, binders, labels, elastics, envelopes, pens, paper clips, law books

006 TX Office Equipment

\$ 500

Allowance for equipment maintenance and repairs as needed; upgrade office equipment, as needed.

007 TX Recording Fees

\$ 400

This includes release of liens and lien notices by the Tax Collector.

009 TX Service Agreements

\$ 1,700

BMSI Computer Software Support \$1,700 (annual agreement) that includes all updates and user support.

010 TX Tax Collector Mileage

\$ 400

Tax Collector and Deputy at \$0.44/mi (bank trips & conferences).

030 TX Tax Collector Salary

\$16,500

Annual salary with no increase for the past two years.

034 TX Deputy Tax Collector Salary

\$ 4,300

Annual salary (paid quarterly) decreased in 2008.

010 TX Tax Collector Dues & Conferences

\$ 600

Annual membership NH Tax Collectors Assoc \$20, fees for County and State workshops \$80; annual conference \$500

TOTAL REQUEST – FA – TAX COLLECTOR PORTION \$29,100

Carlson said that a second tax billing is about \$6700 difference in the Tax Collectors request to cover more salary hours and postage. Nygren said after calculating the Tax Collector's rate according to the hours she works is \$32.00 per hour for once a year taxes and twice a year taxes would be \$26.00 per hour. This information was gathered from the Tax Collector's meeting with the Selectmen.

Carlson said the Treasurer was also asking for a change. Selectmen recommended \$28,900.00 on option 1 with a reduction in mileage to \$200.00 and adding \$50.00 to dues and conferences. Kohlhofer said they need to look at the interest paid on the loans when looking at option 2.

4150 FINANCIAL ADMINISTRATION – TREASURER'S PORTION

1-4150-036 – FA Treasurer Salary \$6,900

I am asking for an increase of \$900.00, or \$75.00 a month, due to increase duties for investing, forecasting and the bi-annual tax billing.

1-4150-037 – FA Deputy Treasurer Stipend \$200

No change.

1-4150-038 – FA Treasurer Supplies \$800

Due to the increased cost of ink for my printer and fax, paper, archiving supplies, software & internet costs. I have increased this line item by \$200.

1-4150-039 – FA Treasurer Dues & Conferences \$300

I have had this line item open since I became Treasurer but haven't used it before. This year I wish to attend either workshops, seminars, or conferences related to Financial investing, but not limited to this subject alone. And to join a Treasurer's Association, which I never have been in before.

1-4150-050 Mileage Reimbursement \$110

No change.

1-4150-053 FA Postage \$10

Due to my postage line still remaining intact this year I will be able to buy enough postage for 2010.

The \$10.00 amount is in case of postage increases and to keep this line item open for 2011.

1-4150-054 – FA Office Equipment \$200

This line would be used to upgrade the warranties on the new computer system. For 2008-2009 I purchased this completely out of my own pocket because it was not budgeted for.

TOTAL TREASURER BUDGET REQUEST \$8,520

1-3409-090 Projected Revenue from Maintenance Fees for Escrow/Bond Accts. (\$960)

Total Adjust Budget Request \$6,271

The Selectmen keep this budget at default. The Selectmen recommended \$6,991.00 on this budget to keep it at the 2009 level.

Kohlhofer asked for the explanation of the computer that the Town purchased for the Treasurer. Carlson said the Town paid \$450.00 for this and there was an amortization scheduled done to pay the Town back. Carlson said if there were any other questions for the Treasurer she will get them to her.

Kohlhofer asked if the increase in salary has to go on the Warrant Article. Kimball asked if the Deputy has to go on also. Carlson thinks yes the Deputy does have to.

Kohlhofer asked about the “over 55” communities that are being proposed and do they have to go through the Planning Board. Carlson said some do, but she doesn't think they have to. Lewis Builders is the company that is starting construction on Hall Road and coming in for permits.

A question that was previously asked on the uncollected amount in taxes for 2008 is \$318,000.00, which Carlson provided for the Budget Committee from a recent Tax Collector report.

4150 OTHER FINANCIAL ADMINISTRATION TO INCLUDE TRUSTEES OF TRUST FUNDS, BUDGET COMMITTEE and ANNUAL AUDIT EXPENSE

100 BC Budget Committee Expenses**\$ 250**

Advertising \$200 (two public hearing notices); postage \$50. All paper and photocopying costs are within the Selectmen's Office budget.

101 BC Budget Committee Clerical**\$ 1,900**

Budgeted at 18 meetings per year x 8 hours per (meeting and preparation of minutes) x \$13.11/hour

204 TF Trust Fund Expenses**\$ 75**

Miscellaneous office supplies, ink printer cartridge, for the Trustees of Trust Funds.

240 TF Trustee of Trust Fund Stipend**\$ 625**

Chair \$375; Members 2 at \$125

344 Audit**\$ 8,400**

Contract price for Professional Audit (three-year renewal contract pricing received for FY 2009-2011) dependent on annual funding. Additional reporting requirements have increased, making the auditor's research and final report more complex.

TOTAL REQUEST \$11,250

Carlson said the only increase is the audit line charge and the rest of this budget stayed at default. Next week the Police Department is scheduled to come before the Budget Committee.

A motion was made to adjourn the meeting by Kohlhofer. This was seconded by D'Eon.

The vote was unanimous 7-0. The meeting ended at 10:00 PM.

The next scheduled Budget Committee meeting is October 21, 2009 at 7:00 PM.

Respectfully submitted,

Jeanne Nygren
Recording Secretary